

## **Branches of Hope**

STOP & ROAD Teams

### **Casework Assistants**

Branches of Hope (BOH) is a Hong Kong based non-profit organization established to serve as a beacon of hope to the most overlooked, ignored and vulnerable in our society. Based on the core values of dignity, justice and hope, BOH currently supports two separate marginalized communities: a) victims of human trafficking, and b) refugees and asylum seekers.

STOP (Stop Trafficking of People) is a program initiative under its NGO Branches of Hope. STOP plays a significant role in providing care and case management for victims of trafficking in person, providing knowledge of trafficking through research, and raising awareness of trafficking in the local communities.

Refugee Opportunity and Development Program at Branches of Hope is a beacon of hope for hundreds of refugees and non-refoulement claimants. ROAD is one of the oldest refugee programs in Hong Kong and has served several thousand refugees over the last decade.

Both BOH programs are currently seeking professional i.e. skills-based volunteers or interns to assist with casework. The person will report to the respective Caseworkers and work at least 2 to 3 days a week.

### Roles & Responsibilities:

- Assist Caseworkers in facilitating client support groups.
- Assist BOH clients to go to appointments with the authority, i.e. Immigration Department, Labor Department, etc.
- Provide paralegal service for clients who are seeking legal remedy.
- Maintain the progress notes and case records to support advocacy and public education.

### Special Requirements:

- Background on social work and/or counseling would be a plus.
- Good computer skills on MS Office (Word, Excel and PowerPoint).
- Strong interpersonal and communication skills; Chinese (Cantonese) skills is an asset.
- Knowledge in issues of human trafficking, human rights, and social justice.
- Passionate about serving the vulnerable and marginalized community.
- Capable of speaking in Hindi, Sinhala, Bahasa Indonesian, or other Asian languages is an asset.
- Trainings on trauma-informed approach and communication with vulnerable communities will be provided.

**How to apply:** Please send your resume to Joshua Phillips ([jphillips@branchesofhope.org.hk](mailto:jphillips@branchesofhope.org.hk)) and enter your details into our [Volunteer Registration Form](#) on our website if you have not done so already. Only shortlisted candidates will be contacted and interviews will be conducted on a rolling basis.